



# **Management Committee Meeting**

# **MINUTES**

**Thursday 23 July 2020, 6:00pm  
City of Stirling (Challenger Room)  
25 Cedric Street, Stirling**

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park

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**TAMALA PARK REGIONAL COUNCIL**

**MEMBERSHIP**

<b>OWNER COUNCIL</b>	<b>MEMBER</b>
Town of Cambridge	Cr Andres Timmermanis (CHAIR)
City of Joondalup	Cr John Chester
City of Stirling	Cr Karen Caddy Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri
City of Wanneroo	Cr Brett Treby

**PRESENT**

<b>Chair</b>	Cr Andres Timmermanis
<b>Councillors</b>	Cr Karen Caddy Cr John Chester Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri (arrived 6:05pm)
<b>Alternate Members</b>	Nil
<b>Staff</b>	Mr Tony Arias (CEO) Mr Simon O'Sullivan (Manager Project Coordination)
<b>Apologies Councillors</b>	Cr Brett Treby
<b>Apologies Staff</b>	Ms Vickie Wesolowski (Executive Assistant)
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Carl Buckley – Satterley Property Group Ms Lena Kozak – Satterley Property Group Mr Charlie Lawlor – Satterley Property Group Mr Nigel Satterley – Satterley Property Group Mr John Silla – Satterley Property Group
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

**1. OFFICIAL OPENING**

The Chair declared the meeting open at 6:03pm.

**DISCLOSURE OF INTERESTS**

Nil

**2. PUBLIC STATEMENT/QUESTION TIME**

Nil

**3. APOLOGIES AND LEAVE OF ABSENCE**

Cr Treby

**4. PETITIONS**

Nil

**5. CONFIRMATION OF MINUTES**

*Management Committee Meeting – 21 May 2020*

Moved Cr Migdale, Seconded Cr Caddy

**That the Minutes of the Management Committee Meeting of 21 May 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.**

The Motion was put and declared CARRIED (5/0).

**5.1 BUSINESS ARISING FROM MINUTES (NOT COVERED ELSEWHERE IN THE AGENDA)**

Nil

Cr Sandri arrived during this item (6:05pm).

**6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

Nil

**7. MATTERS FOR WHICH MEETING MAY BE CLOSED**

- 8.7 Built Form Partnership – Stage 18 – Confidential
- 8.8 Key Personnel – Catalina Sales Representative – Confidential
- 8.9 Project Resourcing – Development Manager – Confidential
- 8.10 Development Manager Appointment to Stage 3 - Confidential

**8. ADMINISTRATION REPORTS AS PRESENTED 8.1 – 8.10**

**8.1 BUSINESS REPORT – PERIOD ENDING 16 JULY 2020**

Moved Cr Caddy, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Management Committee RECEIVES the Business Report to 16 July 2020.**

The Motion was put and declared CARRIED (6/0).

**8.2 PROJECT FINANCIAL REPORT – MAY 2020**

Moved Cr Lagan, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Management Committee RECEIVES the Project Financial Report (May 2020) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (6/0).

### **8.3 SALES AND SETTLEMENT REPORT – PERIOD ENDING 16 JULY 2020**

Moved Cr Lagan, Seconded Cr Sandri.

[The recommendation in the agenda]

**That the Management Committee RECEIVES the Sales and Settlement Report to 16 July 2020.**

The Motion was put and declared CARRIED (6/0).

Moved Cr Caddy, Seconded Cr Sandri.

**That Standing Orders be suspended to allow Item 8.4 to be discussed.**

The Motion was put and declared CARRIED (6/0).

### **8.4 CATALINA GROVE DEVELOPMENT STRATEGY**

Moved Cr Caddy, Seconded Cr Chester.

[The recommendation in the agenda]

That the Management Committee recommends that Council APPROVES the Catalina Grove Development Strategy (July 2020) prepared by the Satterley Property Group, to guide the development, marketing and sale of land in the Catalina Grove Precinct, subject to the Satterley Property Group incorporating additional advice on the following matters:

1. Commencement of Sales – rationale for sales commencing prior to Phase 1 civil works and the Connolly Drive and Neerabup Road landscaping being completed;
2. Local Centre site – recommendations on the timing for the marketing, sale and development of the site;
3. Builders' Display Village – seeking commitment from builders for the potential display village and interest in building demonstration housing, particularly the proposed micro-lots and terrace housing;
4. Lot sizes and configuration – further information, including market research, confirming market acceptance to the proposed lot sizes, particularly the proposed micro lots and terrace housing lots;
5. Marketing strategy - advice on the timing for the preparation of the Grove Marketing Strategy, in particular detail on how the marketing approach will emphasise the Grove Precinct point of difference with the other Catalina Precincts;

6. Preparation of Design Guidelines – advice on the timing for the preparation of the design guidelines;
7. Innovation/sustainability - advice on the timing for the preparation of information outlining the innovation/sustainability principles/approaches to be incorporated in the Grove Precinct.

The Motion as amended was as follows:

**That the Management Committee recommends that Council:**

1. **APPROVES the Catalina Grove Development Strategy (July 2020) prepared by the Satterley Property Group, to guide the development, marketing and sale of land in the Catalina Grove Precinct.**
2. **REQUESTS the Satterley Property Group to provide additional advice on the following matters prior to the development of Phase 1:**
  - (a) **Commencement of Sales – rationale for sales commencing prior to Phase 1 civil works and the Connolly Drive and Neerabup Road landscaping being completed;**
  - (b) **Local Centre site – recommendations on the timing for the marketing, sale and development of the site;**
  - (c) **Builders' Display Village – seeking commitment from builders for the potential display village and interest in building demonstration housing, particularly the proposed micro-lots and terrace housing;**
  - (d) **Lot sizes and configuration – further information, including market research, confirming market acceptance to the proposed lot sizes, particularly the proposed micro lots and terrace housing lots;**
  - (e) **Marketing strategy - advice on the timing for the preparation of the Grove Marketing Strategy, in particular detail on how the marketing approach will emphasise the Grove Precinct point of difference with the other Catalina Precincts;**
  - (f) **Preparation of Design Guidelines – advice on the timing for the preparation of the design guidelines;**
  - (g) **Innovation/sustainability - advice on the timing for the preparation of information outlining the innovation/sustainability principles/approaches to be incorporated in the Grove Precinct.**

The Motion was put and declared CARRIED (6/0).

Moved Cr Sandri, Seconded Cr Caddy.

**That Standing Orders be reinstated.**

The Motion was put and declared CARRIED (6/0).

## 8.5 PROJECT BUDGET FYE 2021 - UPDATED

Moved Cr Caddy, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Management Committee recommends that Council APPROVES the Project Budget FYE 2021 (July 2020), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2021.**

The Motion was put and declared CARRIED (6/0).

Moved Cr Caddy, Seconded Cr Lagan.

**That Standing Orders be suspended to allow Item 8.6 to be discussed.**

The Motion was put and declared CARRIED (5/1).

For: Cr Caddy, Cr Chester, Cr Lagan, Cr Migdale and Cr Sandri

Against: Cr Timmermanis

## 8.6 ANNUAL MARKETING PLAN FYE 2021

Moved Cr Caddy, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Management Committee recommends that Council:

1. APPROVES the Annual Marketing Plan FYE 2021, prepared by the Satterley Property Group, subject to it being amended to indicate a revised sales target of 119 lots consistent with the revised Project Budget FYE 2021 (July 2020).
2. ACCEPTS that the Development Manager's Key Performance Indicator (February 2020) requiring the preparation of an Annual Marketing Plan has been achieved.
3. ADVISES the Satterley Property Group that marketing expenditure, in particular sales incentives campaigns, will be reviewed and monitored in line with market conditions and the requirements of the Project and the Project Budget FYE 2021, as approved. Further, the proposed experiential marketing through promotion and engagement at third-party events such as the Mindarie Marina Festival and City of Joondalup Festival will require further justification in order to demonstrate satisfactory marketing outcomes when further detail is available.

The Motion as amended was as follows:

**That the Management Committee recommends that Council:**

1. **APPROVES the Annual Marketing Plan FYE 2021, prepared by the Satterley Property Group, subject to it being amended to indicate a revised sales target of 119 lots consistent with the revised Project Budget FYE 2021 (July 2020).**

2. **ACCEPTS** that the Development Manager's Key Performance Indicator (February 2020) requiring the preparation of an Annual Marketing Plan has been achieved.
3. **ADVISES** the Satterley Property Group that marketing expenditure, in particular sales incentives campaigns, will be reviewed and monitored in line with market conditions and the requirements of the Project and the Project Budget FYE 2021, as approved. Further, the proposed experiential marketing through promotion and engagement at third-party events such as the Mindarie Marina Festival and City of Joondalup Festival will require further justification on expected marketing outcomes versus expenditure.

The Motion was put and declared CARRIED (6/0).

Moved Cr Sandri, Seconded Cr Migdale.

**That Standing Orders be reinstated.**

The Motion was put and declared CARRIED (6/0).

Moved Cr Sandri, Seconded Cr Migdale.

**That Standing Orders be suspended to allow Confidential Items 8.7 – 8.10 to be discussed behind closed doors.**

The Motion was put and declared CARRIED (6/0).

## **8.7 BUILT FORM PARTNERSHIP – STAGE 18 – CONFIDENTIAL**

Cr Sandri left the meeting during this item (7:38pm).

[The recommendation in the agenda]

That the Management Committee recommends that Council:

1. **NOT ACCEPT** the draft commercial terms for the development of the Stage 18 grouped housing site prepared by the Schlager Group/David Barr Architects/Josh Burns and Associates and in accordance with Tender 05/19 ceases negotiations with Schlager Group/David Barr Architects/Josh Burns and Associates in relation to Tender 05/19.
2. **REQUESTS** the Satterley Property Group to prepare a report for the Council's consideration, which recommends development and sale options, consistent with the Council's objectives for the Stage 18 site.

Moved Cr Caddy, Seconded Cr Migdale.

[A procedural motion]

**That the Item be held over to the Council meeting of 20 August 2020 and that a financial comparison be provided of the Development/Partnership option versus TPRC Subdivision option.**

The Motion was put and declared CARRIED (5/0).

Satterley representatives left the meeting (7:50pm)

#### **8.8 KEY PERSONNEL – CATALINA SALES REPRESENTATIVE – CONFIDENTIAL**

Moved Cr Caddy, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Management Committee recommends that Council APPROVES, pursuant to Clause 4.5 of the Development Management Agreement, the extension of the appointment of Mr Alan Abel as the Catalina Sales Representative until 31 December 2020.**

The Motion was put and declared CARRIED (5/0).

#### **8.9 PROJECT RESOURCING – DEVELOPMENT MANAGER – CONFIDENTIAL**

Moved Cr Chester, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Management Committee recommends that Council:**

- 1. ADVISES the Satterley Property Group that it does not ACCEPT the proposed arrangements to resource the Catalina Project, as set out in Satterley's letter of 8 July 2020, due to concerns over its ability to fulfill its obligations under the Development Management Agreement (2010) and REQUESTS that Satterley reconsiders its position in relation to resourcing of the Catalina Project.**
- 2. In the event that a satisfactory outcome is not achieved from the request made in accordance with 1. above, AUTHORISES the Chief Executive Officer to provide written notice to the Satterley Property Group pursuant to Clause 17.1 of the Development Management Agreement (2010) that it DISPUTES that Satterley is in compliance with Clause 4.5 of the Agreement.**

The Motion was put and declared CARRIED (4/1).

For: Cr Caddy, Cr Chester, Cr Lagan and Cr Timmermanis.

Against: Cr Migdale.

#### **8.10 DEVELOPMENT MANAGER APPOINTMENT TO STAGE 3 - CONFIDENTIAL**

Moved Cr Caddy, Seconded Cr Migdale.

[The recommendation in the agenda]

**That the Management Committee recommends that Council:**

- 1. AGREES to undertake an assessment, pursuant to Clause 2.2(b) of the Development Management Agreement (2010), as to whether the Development Manager has performed and observed its obligations under the DMA for Stage 2, prior to the appointment of the Development Manager to Stage 3 of the Project.**
- 2. AUTHORISES the Chief Executive Officer to engage an independent consultant to undertake an assessment of the performance of the Development Manager, in accordance with Clause 4.1 of the Development Management Agreement (2010) and provide advice and recommendations to Council.**

The Motion was put and declared CARRIED (5/0).

Moved Cr Migdale, Seconded Cr Lagan.

**That Standing Orders be reinstated and the meeting doors be opened.**

The Motion was put and declared CARRIED (5/0).

**9. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**11. URGENT BUSINESS APPROVED BY THE CHAIR**

Nil

**12. MATTERS BEHIND CLOSED DOORS**

- 8.7 Built Form Partnership – Stage 18 – Confidential
- 8.8 Key Personnel – Catalina Sales Representative – Confidential
- 8.9 Project Resourcing – Development Manager – Confidential
- 8.10 Development Manager Appointment to Stage 3 - Confidential

**13. GENERAL BUSINESS**

Nil

**14. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 8:15pm.

These minutes were confirmed at a meeting on .....

SIGNED this ..... day of ..... 2020

as a true record of proceedings.

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CHAIR